

The Kentucky State Board for Proprietary Education

March 18, 2011

A regular meeting of the Kentucky State Board for Proprietary Education was conducted on March 18, 2011 at the Office of Occupations and Professions, in Frankfort, Kentucky.

<u>Members Present</u> Bill Johnson, Chair Jan Gordon Gurvant Shah Alison Cuentas Mike Powers Dr. Meade Lois Weaver David Keene Glen Wilham <u>Members Absent</u> Vivian Nash	<u>Occupations and Professions Personnel</u> Lindsey Lane, Board Administrator Shannon Tivitt, Executive Director <u>Others</u> LaTasha Buckner, Deputy Executive Director of the Office of Legal Services, Public Protection Cabinet Sgt. Derris Hedger, Kentucky State Police Captain Fred Williams, Kentucky State Police Wanda Gilbert, Nurse Aide Training Center of Richmond Cindy Landry, ATA College Eric Christy, Lincoln College of Technology Peter Martinello, Lincoln College of Technology
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Chairman Bill Johnson called the meeting to order at 9:20am.

Approval of Minutes

Minutes of the February 18, 2011 meeting were presented for the Board's review. Mr. Powers made a motion to approve the minutes as presented. Mr. Wilham seconded that motion and it carried unanimously.

Approval of Financial Statements

The financial statement for the month ending February 28, 2011 was presented for the Board's review. Mr. Powers made a motion to approve the financial statement. Ms. Cuentas seconded that motion and it carried unanimously.

Licensure Status Report

The Board reviewed the Licensure Report for the month ending February 28, 2011. The report showed there are currently 134 Resident Schools and 30 Non-Resident Schools for a total of 164 Licensed Schools. There are also 165 School Agents and 45 CDL Instructors licensed by the Board.

Executive Director Report

Shannon Tivitt, the Executive Director of the Office of Occupations and Professions discussed the current audit being conducted by the Auditor's Office and where they stand at this time. Ms. Tivitt explained the office has been working daily with the Auditor's Office on fulfilling their request for Board documents and that the Auditor's Office is in the process of wrapping up their audit of the Board. Once the Auditor presents its recommendations the Board will have a chance to respond. Ms. Tivitt believes this will take place in early April. Chairman Johnson asked the Board how they would like to proceed. Ms. Tivitt explained that once she received the recommendations she would forward them to the Board for each member to respond if they felt necessary.

Board Administrator Report

Ms. Lane informed the Board of all actions that she had taken since the February 18, 2011 meeting. Ms. Lane sent Resident School Approval letters to ECDS Adult Learning Center in Lexington, Kentucky and KY Datastream Initiative, Inc. in Louisville, Kentucky. Ms. Lane sent a Change of Name approval to Interactive Learning Systems that has now been approved to change their name to Interactive College of Technology located in Newport, Kentucky. Ms. Lane also sent a Notification of Revision Letter to Spencerian College located in Lexington, Kentucky for their notification to revise six programs for less than twenty-five percent.

Out of eleven Decker College transcript requests Ms. Lane was able to fulfill nine requests.

Ms. Lane presented a possible checklist for Licensure Renewals for 2011. Ms. Cuentas made a suggestion that all renewals go through the New Programs Committee for review. The Board will discuss further in its April meeting.

Dr. Meade made a motion for Ms. Lane to move forward and send out post card renewal notices to all licensees. Mr. Keene seconded that motion and it carried unanimously.

Board Counsel Report

Ms. Buckner reported an attorney has been selected by the committee to begin representing the board.

Board Chair

Mr. Johnson did not have a report for the March meeting.

New Schools / Programs Committee

Application for a Resident School

Mr. Shah made a motion to approve the Application for Resident School from Nurse Aide Training Center of Richmond, LLC subject to a site visit being conducted by the Boards Investigator. Dr. Meade seconded that motion and it carried unanimously.

Application to Award an Associate Degree

Dr. Meade made a motion to approve the Application to Award an Associate Degree at both Spencerian College Campuses subject to a site visit by the Board Investigator. Mr. Shah seconded that motion and it carried. Ms. Gordon and Mr. Keene recused themselves.

Application for a New Program

Dr. Meade made a motion to approve the new Dental Assisting program at Lincoln College of Technology. Ms. Weaver seconded that motion and it carried unanimously.

Application to Revise an Existing Program for 25% or More

Ms. Weaver made a motion to approve the following Application to Revise an Existing Program for 25% or More at Genesis Career College: Bowling Green Campus:

- Massage Therapy and Bodywork

Mr. Wilham seconded that motion and it carried unanimously.

Ms. Weaver made a motion to approve the following Application to Revise an Existing Program for 25% or More at The Institute of Dental Technology:

- Basic Dental Assistant

Mr. Wilham seconded that motion and it carried. Dr. Meade recused himself.

Notification to Revise an Existing Program for Less than 25%

Ms. Weaver made a motion to acknowledge receipt of the following revision of the existing program at Lincoln College of Technology in Florence, KY for less than 25%:

- Therapeutic Massage and Bodywork Technology

Mr. Wilham seconded that motion and it carried unanimously.

Review of PE-11 Forms for Instructional Staff & Key Administrative Personnel

Ms. Weaver made a motion to approve the PE-11 forms for the following schools:

- Independent Insurance Agents of Kentucky
- Wyo Tech
- Spencerian College – Louisville Campus

Mr. Shah seconded that motion and it carried. Ms. Gordon and Mr. Keene recused themselves.

Commercial Drivers License Committee Report

Mr. Wilham did not have a report in the March meeting.

Complaint Review Committee Report

The complaint review committee met and had the following recommendations to the full Board:

#2010-004 – Mr. Powers made a motion to dismiss this complaint due to the missing information that Ms. Lane attempted to retrieve from the student who filed the complaint on two separate occasions. Ms. Cuentas seconded that motion and it carried. Ms. Gordon and Mr. Keene recused themselves.

#2011-001 – Mr. Powers made a motion to dismiss the complaint since the student failed to respond to the complaint within the 20 day allotment that the Board offers in the complaint process. Ms. Cuentas seconded that motion and it carried. Ms. Gordon and Mr. Keene recused themselves.

Investigator Report

Dr. Barren was unable to attend the March meeting but will be holding inspections in the next two weeks and will report back at the April meeting.

Old Business

Ms. Tivitt and Ms. Lane will be working with the Decker College Claim Review Committee on finalizing the letters that will be sent out to all students that filed claims with the Student Protection Fund.

New Business

Ms. Lane presented some correspondence from two schools in the state of Kentucky that would be closing. CA Prestige Modeling School submitted a thirty day notice that they would be closing their doors in Owensboro, Kentucky. Kaplan College also submitted a notice that they will no longer have physical presence in the state of Kentucky. The Board asked Ms. Lane to contact Kaplan and let them know that they will now need to apply for a Non-Resident School License as they will still be serving students from the state of Kentucky through their on-line courses.

Travel and Per Diem

Mr. Powers made a motion to approve travel and per diem for all members that attended today's meeting as well as any member that traveled on Board related business since the February meeting. Ms. Gordon seconded that motion and it carried unanimously.

Adjournment

Mr. Wilham made a motion to adjourn the meeting. Mr. Powers seconded that motion and it carried unanimously.

Meeting adjourned at 10:30am.